Local Chapter Director and Volunteer Training

Fasten your seatbelts, review your flight plan, and prepare to take your NGPA chapter to new heights!

NGPA
The Worldwide LGBTQ+ Aviation Community
First of All...
Today’s Waypoints

- NGPA History, Organization, and Mission
- Chapter Organization
- Chapter Resources
- Chapter Communications
- Chapter Events
- Finances
- NGPA National Events
- NGPA National Programs
- Post Flight
History
- 1990 gay pilots gathered in Provincetown, MA
- Fear of being outed and losing jobs
- Used an ad to coordinate a meet-up and wore aviation t-shirts to help identify each other
- We owe everything to the pilots who blazed the trail for us
- Today we have nearly 5,000 members

Our Story
How NGPA is Organized

NGPA is a 503(c)(3) public charity
- Comes with some limitations

Executive Director
- Justin Ellixson-Andrews

Board of Directors
- Chair – Scott Konzem
- 15 Members

Chapters – the foundation of NGPA
- 27 US
- 3 International (Australia, UK, Europe)
- 3 Affiliates
- 15 Universities and Flight Schools
- More in the works!!!
NGPA Mission

Our mission is simple: to **BUILD, SUPPORT, and UNITE** the LGBT aviation community worldwide!

Local chapters play the key role in fulfilling the NGPA Mission!
Let’s Talk About Affiliates

- They are their own entity and some may have their own non-profit status
- They do not fall under NGPA’s policies and procedures
- They are welcome at NGPA National and Local events
- NGPA Local Chapters can exist in Affiliate cities
- People can choose to be members of both NGPA and Affiliates
- We encourage NGPA members in these cities to start Local NGPA Chapters if there is not one
Chapter Organization

- Local Chapter Director
- Events Coordinator
- Membership and Communications Coordinator
- Education and Safety Coordinator
How Much Time Will I Spend On NGPA Stuff?

 Depends on the event but normally about 5 hours per month
Your Role as Local Chapter Director

- **It is very important**
  - Liaison between your chapter & the national organization
  - Represent NGPA at local events
  - Lead your chapter to success by
    - Striving to create a safe and welcoming environment for everyone
    - Embodying NGPA's goals and initiatives
    - Making decisions for your chapter that are in the best interest of your members and the NGPA

- **Chapter officers are NGPA Volunteers**
  - You agree to abide by all volunteer guidelines
  - [Volunteer Handbook](#)
Chapter Resources

NGPA Operations – St. Louis Park, MN (near MSP)
- Luke Schneider - NGPA Director of Operations
- Beau Steelman - NGPA Operations Coordinator

National Chapters Director
- Cole Kerns – Dallas, TX
- Eric Mann – Dallas, TX

NGPA.ORG/Chapters
- Marketing Work Request
- Logos and Branding
- Reimbursements
- Event Notification
- Event Release Plan
Chapter Resources

Don’t see your area represented? reach out to us at chapters@ngpa.org.

Tools for Current Chapter Leadership Teams: Marketing Work Request | Logo and Branding Resources | Receipt Submission for Reimbursement | Chapter Event Notification Form | Chapter Event Release Plan

΄ Chapter Handbook

΄ chapters@ngpa.org
Chapter Communications

 tekst and E-mail

 Chapter Handbook has directions on how to:

 - Associate with multiple chapters
 - Opt-in to Text and E-Mail
 - Filling out the Event Notification form will generate the text and e-mail to your chapter members (and anyone who has associated themselves with that chapter)

 Local Chapter Director E-mail

 your.name@ngpa.org
Chapter Communications: Social Media

**Chapter Accounts**
- Facebook, Instagram, Twitter, etc.
- All posts must be appropriate
- NGPA and Chairs, National Chapter must be made ADMINS

**Usernames/Passwords**
- Secure in a safe place
- Avoid using personal emails on chapter accounts
- Information should be passed on to future chapter leaders
Chapter Communications: Social Media

- NGPA Style Guide
- Branding and Logos
Chapter Communications

Newsletters
- Optional, but a good idea
- Canva is a good, free resource

Tracking Clicks
- Bitly is a free way to shorten a hyperlink and track clicks
Chapter Events

- **Start Simple**
  - Dinners, cocktail party, etc.
  - Work your way up to larger, more complicated events

- **Event Ideas**
  - Tour ATC Tower, Approach, Center, Fly-In
  - Top Golf, Bowling, Attend Airshow, Participate in Local PRIDE

- **Chapter Event Release Guide**

- Encourage event participants to [Join NGPA!](#)
Finances

- **Finance Guide**

- **Chapter Budgets**
  - Local chapters get $1000 per year
  - More funds available on a case-by-case basis
  - Separate funds available for Pride events
  - Save receipts and submit reimbursements
  - If in doubt whether expense is reimbursable just ask us

- **Reimbursement Requests**

- **Balance Sheet**
  - Chapters are encouraged to maintain independent balance sheet of claimed expenses.
Finances

**Restrictions**
- Only NGPA National can collect funds
- Using NGPA funds to purchase alcohol – only when approved by the Operations Team and served by a bartending service

**Sponsors versus Donations**
- Donations can be tax deductible - donors do not get signage
- Sponsors do not get tax deductions – sponsors get signage
- NGPA can provide letter for tax deductions to the donor

**Get your State’s Sales Tax Exemption Letter for Charities**
- Not all states recognize NGPA as a sales tax-exempt charity
- LCDs should contact NGPA Ops to get this started
Finances

- **Soliciting sponsorships/donations from NGPA Sponsors**
  - United Airlines, JSX, NBAA, etc.
  - Any conversation with these sponsors must include the Executive Director and Director of Operations of the national organization

- **Soliciting donations from local donors/sponsors**
  - Local FBO, pizza restaurant, airport authority, etc.
  - Local chapters are welcome solicit and take sponsorships/donations from these organizations
National Events

- **Transgender Social**
  - April 19-24, 2024
  - Atlanta, GA

- **2024 Wings over Florida**
  - TBD
  - Fort Lauderdale, FL

- **2024 EAA**
  - July 22-28, 2024
  - Oshkosh, WI

*Note: National Events typically occur the same time every year in the same location except for the Transgender Social, Wings Over, and Aviation Inclusion Summit rotating locations.*
National Events

- **Cape Cod Classic**
  - September 12-15, 2024
  - Provincetown, MA (out on the Cape)

- **Winter Warm-Up and Industry Expo**
  - February 15-18, 2024
  - Palm Springs, CA
  - Largest National Event

- **Aviation Inclusion Summit 2024**
  - November 13-15, 2024
NGPA National Programs

Member Resources
- NGPA Cares – Mental Health Resources
- Women’s Committee
- Transgender Committee
- Aviation Medical Advisory Service
- Scholarship Program
- Mentorship Program
- Career Connection
- Discounts
- University Chapters
Career Connection
Jobs and Opportunities for NGPA Members

- Career Connection
- Resources webpage visible only to NGPA members
- Members may subscribe to emails highlighting opportunities by logging in on ngpa.org
Ascend Mentorship Program
Anyone is welcome to apply
Students are encouraged to take advantage of this program
Visit this link to learn more
NGPA Swag

NGPA Store
Post Flight

- Send your photos and a brief wrap-up of your event
  - Chapters@ngpa.org

- Have an achievement? Let us know!
  - Report Your Achievement

- NGPA HQ Address
  - 4931 W. 35th Street Suite 100
  - St. Louis Park, MN 55416
Thank you for attending!